



NATIONAL ENDOWMENT FOR THE

Humanities

DIVISION OF EDUCATION PROGRAMS

HUMANITIES CONNECTIONS

Deadline: October 5, 2016 (for projects beginning May 2017)

Catalog of Federal Domestic Assistance (CFDA) Number: 45.162

Item referred to in this document needed to complete your application:

- ☐ Grants.gov application package and instructions

Also see the **application checklist** at the end of this document.

Draft proposals (optional)

Program staff encourages applicants to contact a program officer (at 202-606-8500 or humanitiesconnections@neh.gov) to discuss your project ideas, and to submit draft proposals no later than September 6, 2016. Time constraints may prevent staff from reviewing draft proposals submitted after this date.

Questions?

Contact the staff of NEH's Division of Education Programs at 202-606-8500 or humanitiesconnections@neh.gov. Applicants who are deaf or hard of hearing can contact NEH via TDD at 1-866-372-2930.

Submission via Grants.gov

All applications to this program must be submitted via Grants.gov. NEH strongly recommends that your organization complete or verify its Grants.gov registration at least two weeks before the application deadline, since it takes time to process an organization's registration.

System for Award Management Entity records

The Federal Funding Accountability and Transparency Act (FFATA) requires federal agencies to make information about the expenditure of tax funds available to the public. To facilitate this, the applicant organization must maintain current information in its Entity record in the System for Award Management (SAM). You must therefore review and update the information in your organization's Entity record at least annually after the initial registration, and more frequently if required by changes in your organization's information or another award term. In order for your organization to apply for an award via Grants.gov, receive an award, or receive payment on an award, the information in its Entity record must be current. You can update your organization's Entity record [here](#). You may need a new SAM User Account to register your organization or update its Entity record. NEH strongly recommends that applicants update (or, if necessary, create) their SAM Entity record at least four weeks before the application deadline.

I. Program Description

Humanities Connections grants seek to expand the role of the humanities in the undergraduate curriculum at two- and four-year institutions, offering students in all academic fields new opportunities to develop the intellectual skills and habits of mind that the humanities cultivate. Grant projects focus on connecting the resources and perspectives of the humanities to students' broader educational and professional goals, regardless of their path of study. Through this new grant program, NEH invites proposals that reflect innovative and imaginative approaches to preparing students for their roles as engaged citizens and productive professionals in a rapidly changing and interdependent world.

Grants support the development and implementation of an integrated set of courses and student engagement activities focusing on significant humanities content. A common topic, theme, or compelling issue or question must link the courses and activities. The linked courses (a minimum of three) may fulfill general education or core curriculum requirements but could also be designed primarily for students in a particular major or course of study. The Humanities Connections program gives special encouragement to projects that foster collaboration between humanities faculty and their counterparts in the social and natural sciences and pre-service or professional programs in business, engineering, health sciences, law, computer science, and other non-humanities fields.

Humanities Connections projects have two core features:

1. faculty from at least two separate departments or schools at a single institution must collaborate to devise new curricular arrangements; and
2. projects must include provisions for high-impact student engagement activities that relate directly to the topic(s) of the linked courses. These activities could include individual or collaborative undergraduate research projects; opportunities for civic engagement; or a structured experience with community-based, project-based, or site-

based learning. Community organizations and cultural institutions can play key roles in this regard.

Awardees may use grant funds to engage faculty in joint study, bring in outside experts, organize seminars on substantive issues, and bring relevant parties together to plan the student engagement activities.

NEH Humanities Connections grants must

- support collaborative teams of faculty members from two or more departments or disciplines, at least one of which must be within the humanities;
- result in a coherent set of at least three new or substantially revised undergraduate courses;
- integrate the subject matter and perspectives of multiple disciplines, either within the humanities or (more broadly) with fields outside the humanities; and
- encourage student engagement through structured opportunities for undergraduate research or experiential learning.

Grantees may not use Humanities Connections funding for

- the development of courses for a graduate degree or non-degree program;
- textbook research or revision;
- promotion of a particular political, religious, or ideological point of view;
- advocacy for social action; or
- projects focused primarily on the creation or performance of art.

NEH funding can support the incorporation of creative writing and the performing or visual arts, so long as they complement the interpretive focus of the project.

The Common Good: The Humanities in the Public Square

NEH invites projects related to its new initiative, The Common Good: The Humanities in the Public Square. This initiative seeks to connect the study of the humanities to the current conditions of national life. Many of today's challenges require more than ever the forms of understanding and knowledge represented by the humanities. They require the broadest possible engagement of scholars and the public with the resources of the humanities, including but not limited to the study of language, literature, history, philosophy, comparative religion, and ethics. The study of the humanities can help illuminate the complexity of many contemporary challenges while enriching our understanding of the common good.

Note that the Common Good initiative incorporates the [Standing Together](#) initiative, which encourages projects related to war and military service.

More information about the Common Good initiative is available [here](#).

NEH will give equal consideration to all applications in accordance with the program's evaluation criteria, whether or not they respond to the Common Good initiative or the Standing Together initiative.

Providing access to grant products

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH grant products. For projects that develop Web-based resources, all other considerations being equal, NEH prefers those that provide free access to the public.

II. Award Information

Successful applicants to the Humanities Connections program will receive grants of up to \$100,000. The grant period is between eighteen and thirty-six months and must start no later than September 2017.

III. Eligibility

This program accepts applications from any U.S. two- or four-year college or university with IRS tax-exempt status, including community colleges, four-year public and private colleges and universities, liberal arts colleges, research universities, Historically Black Colleges and Universities, Tribal Colleges and Universities, Hispanic-serving institutions, and Asian American and Native American Pacific Islander-serving institutions. Individuals are not eligible to apply.

Collaboration with other organizations is welcome, but the project director must be from the applicant institution.

NEH generally does not award grants to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using grant funds from, or sites and materials controlled by, other federal entities in their projects.

NEH will not review applications that are late, incomplete, or ineligible.

IV. Application and Submission Information

Applicants are encouraged to contact program officers, who can offer advice about developing proposals. Program officers can also respond to draft proposals (optional), submitted no later than September 6, 2016, to humanitiesconnections@neh.gov. The program may not be able to respond to late-arriving drafts.

Although staff comments and responses to draft proposals are not part of the formal review process and have no bearing on the final outcome of the proposal, previous applicants have found them helpful in strengthening their applications.

Please consult the documents on the [program resource page](#), such as the sample budget.

Once an applicant formally submits an application, NEH will not comment on its status except with respect to issues of completeness and eligibility.

HOW TO PREPARE YOUR APPLICATION

Applicants should begin by reviewing the evaluation criteria listed below in Section V.

The application should be clear, free of jargon, and accessible to nonspecialists. Applicants should refrain from proposing advocacy and other activities not supported by NEH (listed above, near the end of the Program Description section of the guidelines.)

An application consists of the following five parts: a table of contents, a summary, a narrative, a budget, and appendices.

1. Table of contents

Include all parts of the application, with page numbers. Number the pages consecutively through all sections, including the appendices.

2. Summary

Provide a single-spaced summary of the narrative (no longer than one page).

3. Narrative

The narrative—an extended discussion of the project’s content, activities, and intended audience—is the most important part of the application. Limit the narrative to *eighteen* double-spaced pages with one-inch margins and a font size no smaller than *twelve* points.

Include the following sections:

- *Intellectual rationale*

Identify the topic that the project will address. Situate the topic and its importance within traditions of humanities scholarship. Address the issue of appropriateness for teaching and learning at the institution, and how the project will deepen student engagement with the humanities. Explain how the project integrates the study of the humanities into the larger intellectual and cultural life of the institution.

- *Content and design*

Describe the content to be developed for the integrated courses, providing details on the subject areas to be explored. Identify the individual courses in the linked set; articulate their relationship to one another; and describe key topics, texts, and resources.

Explain the anticipated student engagement activities, such as research or experiential learning, and articulate their relationship to the proposed courses. Describe the institutional curricular context and intended undergraduate audience for the project, its component courses, and related opportunities for student research and/or experiential learning.

- *Collaborative team and process*

Identify members of the collaborative team and define their roles and responsibilities. If additions to the team are anticipated, describe the process by which they will be

recruited and/or selected. Identify any external contributors to the project, such as visiting scholars, consultants, and/or community partners, and describe their qualifications and roles. In an appendix provide brief résumés or biographies (no longer than two pages) and up-to-date letters or e-mails of commitment for the project director(s), team members, and key external contributors.

Outline the stages of development, planning activities, and the texts or resources to be used by the team. Provide in an appendix a plan of work, a schedule of activities, and a list of relevant readings and resources.

To the extent possible, the project team should reflect stakeholders involved with the undergraduate education experience, such as full-time and adjunct faculty in the relevant departments or disciplines, staff and administrators, teaching and learning center professionals, experiential learning coordinators, and/or community partners.

- *Institutional context*

Briefly describe the state of the humanities at your institution, including information about enrollments, majors, faculty, and existing resources. Explain the reasons for your proposed collaboration between fields and describe their current curricular relationship, if any. Show how the resources of the institution (for example, personnel, library or museum holdings, information technology, learning center) support the project.

- *Impact and dissemination*

Describe the anticipated long-term institutional impact of the project and how the curricular innovation will be sustained after the end of the grant period. Describe also how you will disseminate project outcomes to a wider audience beyond your institution (for example, by sharing your curricular model with other faculty at a local/regional workshop, making a presentation at a conference, or publishing in a digital or professional context). In an appendix, provide a letter indicating long-term institutional support for the project from relevant decision makers such as a president, provost, or dean(s).

- *Evaluation*

Explain how you will assess the project both during and after the grant period. Define the benchmarks for evaluating ongoing activities and the criteria for assessing the impact of the project. Assessment must include a final “lessons learned” white paper for a broad professional audience, which will be made available on the NEH website. Incorporate quantitative measures when possible, such as the number of revised or new courses offered, student engagement and enrollment data, and faculty development results. Outside evaluation is not required for NEH Humanities Connections grants.

4. Budget

Complete the budget form. You can find links to the budget instructions, budget form, and sample budget on the sidebar of the [program resource page](#). Attach notes to explain any of the budget items in more detail, as needed.

Applicants may include in their budgets grant funds to pay for travel expenses and honoraria for guest scholars and visiting consultants, books and other materials, modest purchases of computer equipment and materials directly related to the project, logistical support, staff salaries during project pilot phases, and release time for the project director(s). Applicants should also include in their budgets remuneration for project participants, based on their involvement in and contribution to the project.

The following is additional guidance for preparing your budget.

• **Item 1: Salaries and wages**

Include all project personnel employed by the applicant institution. Calculations for faculty compensation must conform to the policies of the institution. Commonly, the budget includes a stipend and/or percentage of academic year or annual salary for those faculty members participating in the project. Such amounts may be used to release faculty members from normal duties for a specified amount of time or, alternatively, to pay them for time that they devote to the project over and above their normal duties. Grant funds may not be used to support replacement teachers or to pay faculty members for performing their regular duties. You may calculate compensation for support staff as a percentage of salary or based on an hourly rate.

Salary compensation for employees of the applicant institution should be shown in the project budget as follows:

- For project directors during the academic year, release time normally should not exceed one course per quarter or semester.
- For project directors during the summer, compensation is based on a percentage of the director's academic year salary. For example, one month of full-time work would equal one-ninth or 11.1 percent of a nine-month academic year salary.
- Faculty who participate in a workshop or have other responsibilities in implementing the project may receive a percentage of salary or a stipend, as appropriate.

• **Item 2: Fringe benefits**

Fringe benefits may include contributions for social security, employee insurance, pension plans, etc. Only those benefits that are not included in an organization's indirect-cost pool (discussed in Item 8 below) may be shown as direct costs.

• **Item 3: Consultant fees**

List individuals contributing to the project who are not employed by the applicant institution, such as visiting scholars and key community partners for student activities. The honoraria for visiting scholars range from \$350 to \$750 per person per day or up to a maximum of \$3,750 per person per week, not including travel and subsistence costs. You may calculate compensation for ongoing community partners not employed by the applicant institution as a percentage of salary or based on an hourly rate. You should enter travel and subsistence costs under budget Item 4.

• **Item 4: Travel**

Calculate travel and subsistence costs, including participant travel, in conformity with institutional policy. The lowest available commercial fares for coach or equivalent accommodations must be used.

All air travel that is paid in whole or in part with NEH funds must be undertaken on U.S. flag air carriers. For further information on travel requirements, please see the articles on [Travel Costs](#) and [Foreign Travel](#) in the [General Terms and Conditions for Awards](#).

Include funds for the project director(s) to attend a two-day meeting to be held at NEH's offices in Washington, D.C. during the second year of the requested grant period. Other project leaders or administrators may wish to attend the meeting; if so, their expenses should also be detailed here.

• **Item 5: Supplies and materials**

List all purchases of consumable supplies, materials to be used in the project, and items of expendable equipment (that is, equipment costing less than \$5,000 and with an estimated useful life of less than one year) to be purchased with grant funds. Eligible items include supplies, such as computer and instructional materials, educational software, etc. Please note that costs for these items may be included only if they are not part of the indirect-cost pool (discussed in Item 8 below). See also the list of "Inadmissible Budget Items" below.

• **Item 6: Services**

Services include the cost of duplication and printing, long-distance telephone charges and postage, rental of films and equipment, technical support, rental of buses and vans for site visits, and subcontracts of any kind. The costs of project activities to be undertaken by a third-party contractor should be included in this category as a single line item charge. Append to the budget a complete itemization of the costs comprising the charge. If there is more than one contractor, each must be listed (as a separate line item under "Services") on the budget form, and the costs must be itemized separately. If you plan to collaborate with another institution, the grants office of the applicant institution may wish to consult with the NEH Office of Grant Management.

• **Item 7: Other costs**

Include purchases of permanent equipment (defined as equipment having a useful life of more than one year and an acquisition cost of \$5,000 or more). Equipment is to be used solely for project activities during the life of the grant and is not intended for personal use. (Reminder: consultant fees are entered under budget Item 3.)

• **Item 8: Indirect costs (overhead)**

These are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Typical examples of indirect costs are the salaries of executive officers, the costs of operating and maintaining facilities, local telephone service, office supplies, and accounting and legal services.

Indirect costs are computed by applying a federally negotiated indirect-cost rate to a distribution base (usually the direct costs of the project). If the applicant institution is

claiming indirect costs and already has a federally negotiated indirect-cost rate, please indicate on the budget form the rate, the base, the name of the federal agency with which the agreement was negotiated, and the date of the agreement.

If the applicant institution is claiming indirect costs and has a federally negotiated indirect-cost rate agreement, please submit a copy of the agreement. Do not attach the agreement to your budget form. Instead you must attach it to the Budget Narrative Attachment Form (also known as the Budget Narrative File). (See the instructions for this form in the Application Checklist at the end of this document.) Alternatively, you must attach a statement to the form, explaining a) that the applicant institution is not claiming indirect costs; b) that the applicant institution does not currently have a federally negotiated indirect-cost rate agreement; or c) that the applicant institution is using the government-wide rate of up to 10 percent of the total direct costs. (See the first bullet below.)

If your organization does not have a current federally negotiated indirect-cost rate or has not submitted a pending indirect-cost proposal to a federal agency, you may choose one of the following options, if you wish to include overhead charges in the budget:

- NEH will not require the formal negotiation of an indirect-cost rate, provided that the charge for indirect costs does not exceed 10 percent of direct costs, less distorting items (including but not limited to capital expenditures, participant stipends, fellowships, and the portion of each individual subgrant or subcontract in excess of \$25,000). This option is not available to sponsorship (umbrella) organizations. If you choose this option, you must maintain documentation to support overhead charges claimed as part of project costs.
- If your organization wishes to use a rate higher than 10 percent, you must provide an estimate of the indirect-cost rate and the charges on the budget form. If the application is approved for funding, NEH will provide instructions in the award document on how to negotiate an indirect-cost rate with NEH.

If you choose one of these two options, please indicate on your budget form that you are doing so.

- **Inadmissible budget items**

The following costs are not allowable and may not appear in project budgets:

- the cost of replacement teachers or compensation for faculty members performing their regular duties;
- the rental of recreational facilities and costs related to social events such as banquets, receptions, and entertainment; and
- tuition fees for participants.

- **Budget notes (optional)**

If needed, include a brief supplement to the budget, explaining projected expenses or other items in the financial information provided on the budget form.

5. Appendices

Use appendices to provide the following materials:

- the plan of work, a schedule of activities, and a list of relevant readings or resources for the project;
- brief résumés or biographies (no longer than two pages) and up-to-date letters or e-mails of commitment for the project director(s), team members, and key external contributors involved in the project (such as visiting scholars, consultants, and/or community partners); and
- letters or e-mails of commitment from each institution and organization involved in the project, including the applicant institution. The letter from the president, provost, or dean of the applicant institution must attest that the institution supports the proposed linked courses and related activities and must also explain their significance within the institution's curriculum.

Number the pages of your application package, including the appendices, consecutively.

HOW TO SUBMIT YOUR APPLICATION

You must submit the application to Grants.gov. Links to the Grants.gov application package and instructions for preparing and submitting the package can be found on the [program resource page](#). **Be sure to read the [document](#) (PDF) that explains how to confirm that you successfully submitted your application.**

Deadlines

Draft proposals (optional): Program staff recommends that draft proposals be submitted by September 6, 2016. Time constraints may prevent staff from reviewing draft proposals submitted after this date. Staff comments in response to draft proposals are not part of the formal review process and have no bearing on the final outcome of the proposal, but previous applicants have found them helpful in strengthening their applications. Drafts should be submitted to humanitiesconnections@neh.gov.

Applications must be received by Grants.gov on or before October 5, 2016. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted.

V. Application Review

Proposals for Humanities Connections grants are evaluated according to the following criteria:

Intellectual quality

- Does the project center on a significant topic, theme, or compelling issue or question in the humanities?
- Is the project grounded in sound humanities scholarship, using texts and resources that are appropriate and substantial?
- Does the applicant present a persuasive rationale for the interdisciplinary collaboration, articulating its educational benefits and its relationship to the intellectual and cultural life of the institution?
- Is the proposal clear, free of jargon, and accessible to nonspecialists?
- Does the project refrain from proposing advocacy and other activities not supported by NEH (listed above, at the end of Section I of the guidelines)?

Design quality

- Are the proposed linked courses well conceived, coherent, and described in adequate detail?
- Is the experiential learning component effective and appropriately integrated with the focus of the linked courses?
- Are the members of the collaborative team well chosen and qualified to carry out their responsibilities?
- Is there sufficient evidence of commitment and support by those involved in the project?
- Is the work plan feasible?
- Is the proposed evaluation appropriate to the project?
- Is the budget reasonable in view of the project design and likely results?

Impact

- Will the project have a significant impact on undergraduate education and student engagement with the humanities?
- Will the project have an institutional impact beyond the grant period?
- Does the letter from institutional leadership indicate long-term support?
- Will the results be disseminated to a wider audience beyond the institution?

Providing access to grant products

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH grant products. For projects that develop Web-based resources, all other considerations being equal, NEH prefers those that provide free access to the public.

Review and selection process

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman on grants. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions. More details about NEH's review process are available [here](#).

Prior to making an award, NEH will conduct a risk assessment of successful applicants, consistent with Uniform Guidance [§200.205](#). (See Section VI below for more information about the Uniform Guidance provided by the Office of Management and Budget.) This assessment guards against the risk that federal financial assistance might be wasted, used fraudulently, or abused. Based on its risk assessment, NEH will include in the award documents specific conditions designed to mitigate the effects of the risk.

VI. Award Administration Information

Applicants will be notified of the decision by e-mail in April 2017. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail in May 2017. Award documents will identify the relevant terms, conditions, and administrative requirements that pertain to successful applications. The [Grant Management](#) section of the NEH website outlines all the responsibilities of award recipients, including anti-lobbying restrictions, in great detail. Applicants may obtain the evaluations of their applications by sending an e-mail message to humanitiesconnections@neh.gov.

In September 2015 NEH adopted without exception a new government-wide regulation for federal awards, referred to as the "Uniform Guidance." The Uniform Guidance applies to all NEH awards and is aimed at reducing the administrative burden on award recipients and improving accountability of federal financial assistance for tax payers (See 2 C.F.R. Part 200: [UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS](#).) NEH will identify in each grantee's award documents the relevant terms, conditions, and administrative requirements from the Uniform Guidance with which the grantee must comply.

Help NEH eliminate fraud and improve management by providing information about allegations or suspicions of waste, fraud, abuse, mismanagement, research misconduct (fabrication, falsification, plagiarism), or unnecessary government expenditures, during the period of award performance, to the NEH Office of the Inspector General. You can find details on how to report such allegations and suspicions [here](#).

VII. Points of Contact

If you have questions about the program, contact:

Humanities Connections
Division of Education Programs
National Endowment for the Humanities
400 Seventh Street, SW

Washington, DC 20506
202-606-8500
humanitiesconnections@neh.gov

If you need help using Grants.gov, refer to

Grants.gov: www.Grants.gov
Grants.gov help desk: support@grants.gov
Grants.gov customer support tutorials and manuals:
<http://www.grants.gov/web/grants/applicants/applicant-tools-and-tips.html>
Grants.gov support line: 1-800-518-GRANTS (4726)

VIII. Other Information

Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Guidelines Officer, at guidelines@neh.gov; the Office of Publications, National Endowment for the Humanities, Washington, DC 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, DC 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.

APPLICATION CHECKLIST

- ☐ **Verify and if necessary update your institution's Entity record, or create an Entity record for your institution, at the System for Award Management (SAM).** Complete at least four weeks before the deadline.
- ☐ **Verify your institution's registration or register your institution with Grants.gov.** Complete at least two weeks before the deadline.
- ☐ **Download the application package from Grants.gov.** The [program resource page](#) on NEH's website has a direct link to the package. You can also search Grants.gov for this program. (Note that Grants.gov tells you to download the "application instruction"

as well as the “application package.” The “application instruction” is this document, so there’s no need to download it.) The program resource page also has a direct link to the instructions for completing the package.

□ **Complete the following forms contained in the Grants.gov application package.**

1. Application for Federal Domestic Assistance - Short Organizational
2. Supplementary Cover Sheet for NEH Grant Programs
3. Project/Performance Site Location(s) Form
4. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:

ATTACHMENT 1: Table of contents (name the file “contents.pdf”)

ATTACHMENT 2: One-page summary (name the file “summary.pdf”)

ATTACHMENT 3: Narrative (name the file “narrative.pdf”)

ATTACHMENT 4: Budget (which may include budget notes) (name the file “budget.pdf”)

ATTACHMENT 5: Appendices (name the file “appendices.pdf”)

- The plan of work, a schedule of activities, and a list of readings and resources for the project
 - Brief résumés or biographies (no longer than two pages) and letters or e-mails of commitment for the project director(s), team members, and key external contributors involved in the project
 - Letters or e-mails of commitment from each institution and organization involved in the project
5. Budget Narrative Attachment Form (also known as the Budget Narrative File)—Using this form, attach **only** a copy of your institution’s current federally negotiated indirect-cost rate agreement (or an explanation why you are not attaching such an agreement). (See the Grants.gov instructions for institutional applicants, which are available on the program resource page, for additional information.)

Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don’t already have software to convert your files into PDFs, many low-cost and free software packages will do so. You can learn more about converting documents into PDFs [here](#).

Upload your application to Grants.gov. NEH **strongly** suggests that you submit your application no later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four

hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov.

Be sure to read the [document](#) (PDF) that explains how to confirm that you successfully submitted your application.